

17 April 1956

MEMORANDUM FOR: Chief, Basic School

SUBJECT: Week of 10-17 April 1956

1. Basic Supervision. Recently there has been the problem of an increasing number of non-supervisory members in each supervision course, and to clarify the issues and suggest possible solutions, [redacted] submitted a memo on the subject to [redacted]. On 17 April [redacted] spoke to the DD/I TLO's about the requirements for candidates for the Basic Supervision course. A memo of prescribed procedures will be sent to all TLO's in the very near future.

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2. Department of State. The third Mid-Career Management Training Program for Foreign Service Officers is being held from 9-21 April at Front Royal. The presentation has been increased from one to two weeks. [redacted] will drive to Front Royal on Wednesday, 18 April, for a day's observation of the new program.

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3. Training Conferences.

a. On 10 April [redacted] attended the monthly luncheon meeting of the Training Officers Conference. The speech by Dr. Dees of the National Science Foundation on "Education and Training of Scientists and Engineers in the U.S. and Russia" contained little information that was new.

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b. The reference to the 30 April - 4 May Conference of the American Society for Training Directors should have noted this as being held in New York. Due to the location, it appears that no member of the Management Training staff will be able to attend. Both a Basic Supervision and a Basic Management course will be in progress that week. The Basic Supervision course will be a special eight-hour-a-day presentation.

c. On 16 and 17 May, the Society for Personnel Administration will hold a conference at the Hotel Statler, Washington, D.C., and on 17 and 18 May the American Institute of Industrial Engineers will hold a conference at the Shoreham Hotel, Washington. A number of presentations appear to be of value. During the period of the conferences, both a Basic Supervision and a Basic Management course will be in progress, and the week precedes the Management Conference for OSI. Each of the two contain a number of concurrent sessions. Thus attendance at more than one or two sessions by members of this staff is precluded, but it is believed that some presentations may also be of value to other components of OTR. Copies of the preliminary announcements are on file in Management Training. Costs for non-members are \$4 for the SPA meeting and \$45 for the AIEE meetings.

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4. Other Management Training. In continuation of the program, undertaken in conjunction with LETS, of obtaining more information on management-type courses and seminars offered by major universities specializing in this field, [] departed 11 April for an inspection of offerings by three West Coast universities. The schools to be visited are Stanford, the University of California at Berkeley, and the University of Washington. [] is expected to return to Headquarters on 18 April.

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Chief, Management Training

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